



California HIV/AIDS Surveillance
Standard Operating Procedures
External

Quick Start-Up Guide
for the Laboratory Data Entry Tool (LDET)

Version 4.04

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LDET Standard Operating Procedures

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1 What Is LDET?

The Laboratory Data Entry Tool, or LDET, is a secure and efficient system for Local Health Jurisdictions (LHJs) to send HIV-infection-related test results received from health care providers and laboratories to the California Department of Public Health, Center for Infectious Diseases, Office of AIDS (OA) HIV Surveillance Section. LDET is a Microsoft Access database created by OA into which LHJ staff enter HIV-infection-related test results they receive from laboratories and then upload the resulting electronic files to OA to be uploaded directly into the Enhanced HIV/AIDS Reporting System (eHARS).

Entering laboratory results through LDET ensures that format and value requirements for laboratory data imposed by eHARS are correctly met, which prevents rejection of the laboratory records during the eHARS import process. To make this possible, the following data controls were designed into the LDET system:

- The application's data entry screens require the user to enter data into required fields.
- Field values require that data be entered in a specific way to make it acceptable to the eHARS import template and are selectable only from a drop-down list, ruling out unexpected data.
- Default values are automatically entered into some of the required fields when adding a new laboratory record, assuring that they are not left blank.

2 System Requirements and Installation

LDET is available to download from the OA Secure File Transfer (SFT) site, not from the OA website. Please contact your OA Surveillance Coordinator to get specific details regarding where to download LDET, and obtain an LDET Username and Password for your LHJ.

To protect confidentiality of patient data, LDET should only be installed on a password-protected system with an encrypted hard drive that is either connected to your LHJ's secure network/server or is a standalone PC.

2.1 System Requirements

- Access version 2007 or later full installation or Access Runtime installation
- Internet connection (to download the installation files and upload laboratory data to OA)

2.2 Technical Support and Contact Information

For LDET technical support questions, please email: LDETTECH@cdph.ca.gov

Contact information: <http://www.cdph.ca.gov/programs/aids/Documents/SSContactList.pdf>

2.3 LDET Installation

1. Click here: <https://sft.ca.gov/> (this will take you to your specific LHJ's folder)

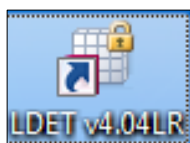
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Username: (this will be assigned to you by OA)

Password: (this will be assigned to you by OA)

2. Download (save) the file to any destination.
3. Double-click the downloaded file (ldetX_LHJspecific.exe), where “X” represents the current version of LDET. Browse to the location, usually on a secure network, where you want to store LDET at your LHJ. When you’ve selected the folder, click “UNZIP”.
4. Navigate to the folder you browsed to in the step above.
5. Double click the file named “ldetX.accdr” (it may also appear without the extension, i.e., “ldetX”) to open it, again where the “X” represents the current version of LDET.
6. You will be prompted to browse to the location of the back end. Simply click to browse, and navigate to the location where you’ve stored all the LDET files. You will see the “ldetX_be” file; double click that to select it.
7. You’ll be notified that the front and back ends have been connected.
8. The password for your site will be assigned to you by OA. There is no username; all LDET users at your site will log in with the assigned password.
9. If you are asked whether to “import the CLIA file,” choose “Yes.”
10. Done; you’ll be at the LDET Main Page.

2.4 Desktop Shortcut



After the installation process, a shortcut to the application can be installed to your desktop. Right click on the LDET.accr file, scroll down to “Send to” and select “Desktop (create shortcut).” The shortcut shown to the left will appear on your desktop. You can rename this shortcut if you’d like. Double-clicking on this desktop shortcut opens the LDET Main Page.

2.5 Overview of How LDET Works

LDET stores information about cases (persons) who can have one or more laboratory results. Any time you want to enter a laboratory result into LDET, you must first determine if the case already exists in LDET (searching for an existing case), or whether the case details will need to be newly entered because this is the first time a laboratory result has been entered for the case (creating a new case).

Note that unlike previous versions of the LDET, STATENOs are now unique and cannot be duplicated across cases. That is, LDET no longer allows you to enter a STATENO that has been entered for a previous case, because laboratory results are now grouped by case (STATENO).

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LDET will allow you to: **edit** case details or laboratory results that were entered previously; **add** new laboratory results to an existing case; **delete** a case or laboratory result completely; or **add** a new case so that you can then add laboratory results for that case. The first step to perform any of these actions is to search for the case in LDET, which is explained in the next few sections.

2.6 The LDET Main Page

The LDET Main Page is the first screen you'll see when you enter your password and log into LDET. Any time you want to view, enter, edit, or delete case details or laboratory records, you will start from this page. For instructions about how to perform these functions, see the appropriate sections of this document.

If you have never entered data into LDET, you will not see any data listed on the Main Page.

The screenshot shows the LDET Main Page interface. At the top, it says "LDET V4.04". Below this, there are two input fields: "Lab Info Count" with the value "1" and "Lab Test Count" which is empty. To the right of these fields are buttons for "Lab Shortlist Setup", "Comprehensive Export", and "Quit". Below the input fields, there are three columns: "STATENO", "LAST NAME", and "DATE OF BIRTH". To the right of these columns are "Search" and "Clear" buttons. Below the columns, there is a red text instruction: "Always click the Clear button after each search to clear the results and bring the Home Page to its default listing." To the right of this instruction is a button labeled "Add Lab Info and Lab Tests". Below the instruction, there is a note: "0 Bad Lab Records [?] Note: Cases missing name, DOB, collection date, test name, or result, will not be transferred to OA until completed." Below the note is a table with columns: "RecN", "STATENO", "Bad Lab", "Date Case Entered", "Last Name", "First Name", "Middle Name", "Birth Date", "Birth Sex", and "DELETE CA!". The table is currently empty.

LDET Main Page Displaying No Previously Entered Data

If you have upgraded to a newer version of LDET, the LDET Main Page should display all the cases that you previously entered.

The screenshot shows the LDET Main Page interface with data. At the top, it says "LDET V4.04". Below this, there are two input fields: "Lab Info Count" with the value "5" and "Lab Test Count" with the value "1". To the right of these fields are buttons for "Lab Shortlist Setup", "Comprehensive Export", and "Quit". Below the input fields, there are three columns: "STATENO", "LAST NAME", and "DATE OF BIRTH". To the right of these columns are "Search" and "Clear" buttons. Below the columns, there is a red text instruction: "Always click the Clear button after each search to clear the results and bring the Home Page to its default listing." To the right of this instruction is a button labeled "Add Lab Info and Lab Tests". Below the instruction, there is a note: "0 Bad Lab Records [?] Note: Cases missing name, DOB, collection date, test name, or result, will not be transferred to OA until completed." Below the note is a table with columns: "RecN", "STATENO", "Bad Lab", "Date Case Entered", "Last Name", "First Name", "Middle Name", "Birth Date", "Birth Sex", and "DELETE CA!". The table contains five rows of data, which are circled in red. The data is as follows:

RecN	STATENO	Bad Lab	Date Case Entered	Last Name	First Name	Middle Name	Birth Date	Birth Sex	DELETE CA!
33	111222333		2/23/2015	Fett	Boba	Jango	9/20/1978	M	Click to delete
35	56689		2/23/2015	Hutt	Jabba	the	5/25/1983	U	Click to delete
31	123445		2/23/2015	Organa	Leia	of Alderaan	5/25/1977	F	Click to delete
34	77899		2/23/2015	Solo	Han	Corellia	5/25/1977	M	Click to delete
36	23456789		2/23/2015	Vadar	Darth	Skywalker	5/25/1973	M	Click to delete

LDET Main Page Displaying Previously Entered Cases

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3 Searching for an Existing Case

If a case already exists in LDET, you do not need to enter all the case details each time you enter another laboratory result for the case, because LDET will populate all the case details for you. To find the existing case, you need to perform a search of LDET on the LDET Main Page using the STATENO, Last Name, or Date of Birth of the case.

3.1 Searching for a Case using a Complete or Partial STATENO

To search for a case in LDET using the person's STATENO, enter the STATENO in the "STATENO" box on the LDET Main Page and click the "Search" button. For example, you might enter the STATENO "2345566766" because it was written on a laboratory report.

The screenshot shows the LDET Main Page with the following details:

- Lab Info Count: 5
- Lab Test Count: 1
- Buttons: Lab Shortlist Setup, Comprehensive Export, Quit
- Search Fields: STATENO (2345566766), LAST NAME, DATE OF BIRTH
- Buttons: Search, Clear
- Text: "Always click the Clear button after each search to clear the results and bring the Home Page to its default listing."
- Buttons: Add Lab Info and Lab Tests, Export Data to Send to OA (1 of 1 sendable)
- Table: 0 Bad Lab Records. Note: Cases missing name, DOB, collection date, test name, or result, will not be transferred to OA until completed.

RecN	STATENO	Bad Lab	Date Case Entered	Last Name	First Name	Middle Name	Birth Date	Birth Sex	DELETE CA
33	111222333		2/23/2015	Fett	Boba	Jango	9/20/1978	M	Click to delete
35	56689		2/23/2015	Hutt	Jabba	the	5/25/1983	U	Click to delete
31	123445		2/23/2015	Organa	Leia	of Alderaan	5/25/1977	F	Click to delete
34	77899		2/23/2015	Solo	Han	Corellia	5/25/1977	M	Click to delete
36	2345566766		2/23/2015	Vadar	Darth	Skywalker	5/25/1973	M	Click to delete

Search for Complete STATENO to Determine if the Case Already Exists in LDET

Any case matching the STATENO will be displayed in the lower portion of the page.

The screenshot shows the LDET Main Page with the following details:

- Lab Info Count: 5
- Lab Test Count: 1
- Buttons: Lab Shortlist Setup, Comprehensive Export, Quit
- Search Fields: STATENO (2345566766), LAST NAME, DATE OF BIRTH
- Buttons: Search, Clear
- Text: "Always click the Clear button after each search to clear the results and bring the Home Page to its default listing."
- Buttons: Add Lab Info and Lab Tests, Export Data to Send to OA (1 of 1 sendable)
- Table: 0 Bad Lab Records. Note: Cases missing name, DOB, collection date, test name, or result, will not be transferred to OA until completed.

RecN	STATENO	Bad Lab	Date Case Entered	Last Name	First Name	Middle Name	Birth Date	Birth Sex	DELETE CA
36	2345566766		2/23/2015	Vadar	Darth	Skywalker	5/25/1973	M	Click to delete

Existing Case Matching the Complete STATENO is Found and Displayed

Alternatively, you can search for a case using a partial STATENO. For example, instead of entering all digits of "111222333", you can enter only "111" and all cases with a STATENO beginning with "111" will be displayed.

The screenshot shows the LDET Main Page with the following details:

- Lab Info Count: 5
- Lab Test Count: 1
- Buttons: Lab Shortlist Setup, Comprehensive Export, Quit
- Search Fields: STATENO (111), LAST NAME, DATE OF BIRTH
- Buttons: Search, Clear
- Text: "Always click the Clear button after each search to clear the results and bring the Home Page to its default listing."
- Buttons: Add Lab Info and Lab Tests, Export Data to Send to OA (1 of 1 sendable)
- Table: 0 Bad Lab Records. Note: Cases missing name, DOB, collection date, test name, or result, will not be transferred to OA until completed.

RecN	STATENO	Bad Lab	Date Case Entered	Last Name	First Name	Middle Name	Birth Date	Birth Sex	DELETE CA
33	111222333		2/23/2015	Fett	Boba	Jango	9/20/1978	M	Click to delete

Existing Cases with STATENOs that Match the Partial STATENO

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3.2 Searching for a Case using Last Name

To search for a case in LDET using the person's last name, enter the last name of the case in the "Last Name" box on the LDET Main Page and click the "Search" button. Alternatively, you can search for a case using a partial last name. For example, instead of entering "Hutt", you can enter only the letter "H" (not case-sensitive and no quotes) and all cases with last names beginning with "H" will be displayed.

LDET Main Page

Lab Info Count: 5
Lab Test Count: 1

LDET V4.04

Lab Shortlist Setup Comprehensive Export Quit

STATENO LAST NAME DATE OF BIRTH Search Clear Add Lab Info and Lab Tests Export Data to Send to OA 1 of 1 sendable

Always click the Clear button after each search to clear the results and bring the Home Page to its default listing.

0 Bad Lab Records ? Note: Cases missing name, DOB, collection date, test name, or result, will not be transferred to OA until completed.

RecN	STATENO	Bad Lab	Date Case Entered	Last Name	First Name	Middle Name	Birth Date	Birth Sex	DELETE CA!
35	56689		2/23/2015	Hutt	Jabba	the	5/25/1983	U	Click to delete

Searching for a Case Using a Partial Last Name

3.3 Searching for a Case using Date of Birth

To search for a case in LDET using the person's date of birth, enter the date of birth of the case in the "Date of Birth" box on the LDET Main Page and click the "Search" button. Alternatively, you can search for a case using a partial date of birth. For example, instead of entering "9/20/1978", you can enter "9/20" and all cases with a date of birth beginning with "9/20" will be displayed.

LDET Main Page

Lab Info Count: 5
Lab Test Count: 1

LDET V4.04

Lab Shortlist Setup Comprehensive Export Quit

STATENO LAST NAME DATE OF BIRTH Search Clear Add Lab Info and Lab Tests Export Data to Send to OA 1 of 1 sendable

Always click the Clear button after each search to clear the results and bring the Home Page to its default listing.

0 Bad Lab Records ? Note: Cases missing name, DOB, collection date, test name, or result, will not be transferred to OA until completed.

RecN	STATENO	Bad Lab	Date Case Entered	Last Name	First Name	Middle Name	Birth Date	Birth Sex	DELETE CA!
33	111222333		2/23/2015	Fett	Boba	Jango	9/20/1978	M	Click to delete

Searching for a Case Using a Partial Date of Birth

3.4 Clearing Search Results

You must clear any previous search results by clicking the "Clear" button before doing a new search. This will reset the LDET Main Page listing and return it to original status, which is a list of all the unique cases in LDET.

LDET Main Page

Lab Info Count: 5
Lab Test Count: 1

LDET V4.04

Lab Shortlist Setup Comprehensive Export Quit

STATENO LAST NAME DATE OF BIRTH Search Clear Add Lab Info and Lab Tests Export Data to Send to OA 1 of 1 sendable

Always click the Clear button after each search to clear the results and bring the Home Page to its default listing.

0 Bad Lab Records ? Note: Cases missing name, DOB, collection date, test name, or result, will not be transferred to OA until completed.

RecN	STATENO	Bad Lab	Date Case Entered	Last Name	First Name	Middle Name	Birth Date	Birth Sex	DELETE CA!
33	111222333		2/23/2015	Fett	Boba	Jango	9/20/1978	M	Click to delete

Click "Clear" to Clear the Search Results and Show All Cases Again

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3.5 What to do once an Existing Case is Identified

Once you find the existing case using the search functions, click the number in the “RecNo” column beside the case to display the Edit Laboratory Info screen to see case details.

The screenshot shows the LDET Main Page with a search results table. The first row is highlighted in yellow, indicating required information. The 'RecNo' column contains the number 34, which is circled in red. The 'STATENO' column contains 77899. The 'LAST NAME' is Solo, and the 'DATE OF BIRTH' is 5/25/1977. The 'First Name' is Han, and the 'Middle Name' is Corellia. The 'Birth Sex' is M. The 'DELETE CA' column has a 'Click to delete' link. The 'Lab Info Count' is 5, and the 'Lab Test Count' is 1. The 'LDET V4.04' version is displayed. The 'Lab Shortlist Setup' and 'Comprehensive Export' buttons are visible. The 'Quit' button is in the top right corner. The 'Search' and 'Clear' buttons are below the search criteria. The 'Add Lab Info and Lab Tests' and 'Export Data to Send to OA 1 of 1 sendable' buttons are on the right. A note at the bottom states: '0 Bad Lab Records [?] Note: Cases missing name, DOB, collection date, test name, or result, will not be transferred to OA until completed.'

Click on the Number in the “RecNo” Column for an Existing Case to See Case Details

The Edit Lab Info screen should now display for the case you chose. This screen shows the case details for the person on the top of the screen, and a list of the laboratory results associated with this case at the bottom of the screen. Click the “Add Lab Tests” button to add a new laboratory result for this case, or click “Exit Edit View” to return to the LDET Main Page.

The screenshot shows the Edit Lab Info screen for STATENO 77899. The 'Exit Edit View' button is circled in red. The 'Lab Info' section contains a table with the following data:

Labels in yellow are required information when importing a lab document into eHARS	
Record Number	34
Parent ID	
Rollup Number	
Document Type	004
STATENO	77899
Date Lab Case Entered	2/23/2015
Site Code	CA31

The 'Labels in blue are highly recommended information when importing a lab document into eHARS' section contains the following data:

Last Name	Solo	Suffix		Medical Record No	999 Millennium Falcon
First Name	Han			Prison No	Carbonite1980
Middle Name	Corellia				
Date of Birth	5/25/1977	Age	37 on 2/23/2015		
Sex at Birth	M		Male		

The 'Edit or Add Lab Tests for STATENO 77899' section contains a table with the following data:

RecNo	STATENO	Date Entered	Receive Date	Collection Date	Lab Test Name	Lab Result	Lab Units	Interpretation
* (New)	77899							

The 'Add Lab Tests' button is circled in red. A note at the bottom states: 'Unsent labs missing collection date, test name or result will be marked in RED in the RecNo column. Please complete these or delete them. [?]'

Edit Lab Info Screen Showing Existing Case Details and Associated Laboratory Results

See the Reporting Laboratory Results section for instructions about how to enter a laboratory result for the existing case you identified.

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4 Creating a New Case

If you can't find a case using a complete or partial STATENO, Last Name, or Date of Birth, the case is a new case for which a laboratory result has never been entered into your stand-alone LDET. Before assigning a STATENO to the case, search your Data Use Agreement (DUA) dataset, if your jurisdiction has one. Some cases may be in the DUA dataset, but do not yet have laboratory results entered into LDET. Information about obtaining a DUA dataset for your LHJ can be found at: <http://www.cdph.ca.gov/programs/aids/pages/survprocedures.aspx>. You should also conduct a case check with OA before assigning a STATENO to the case to determine if it has been assigned a STATENO by another LHJ. Information about case checks can also be found at: <http://www.cdph.ca.gov/programs/aids/pages/survprocedures.aspx>. If you can't find the case through any of these means, then you must assign a STATENO and create a new case in LDET before you can enter laboratory results for this case. To do this, click the "Add Lab Info and Lab Tests" button on the LDET Main Page.

The screenshot shows the LDET Main Page interface. At the top, there's a title bar 'LDET Main Page' and a version indicator 'LDET V4.04'. Below the title bar, there are input fields for 'Lab Info Count' (value 1) and 'Lab Test Count' (value 15). To the right of these fields are buttons for 'Lab Shortlist Setup', 'Comprehensive Export', and 'Quit'. Below these buttons is a search section with three input fields: 'STATENO', 'LAST NAME', and 'DATE OF BIRTH'. To the right of these fields are 'Search' and 'Clear' buttons. A red circle highlights the 'Add Lab Info and Lab Tests' button. Below the search section, there's a note: 'Always click the Clear button after each search to clear the results and bring the Home Page to its default listing.' Below this note, there's a status bar showing '0 Bad Lab Records' and a note: 'Note: Cases missing name, DOB, collection date, test name, or result, will not be transferred to OA until completed.' At the bottom, there's a table with columns: 'RecN', 'STATENO', 'Bad Lab', 'Date Case Entered', 'Last Name', 'First Name', 'Middle Name', 'Birth Date', 'Birth Sex', and 'DELETE CA!'. The table is currently empty.

Click "Add Lab Info and Lab Tests" to Create a New Case

The Add Lab Info screen is displayed. This screen is used to create a new case from whom you would like to enter laboratory results, or to edit details for an existing case.

The screenshot shows the 'Add Lab Info' screen. At the top, there's a title bar 'Add Lab Info'. Below the title bar, there's a section 'Add Lab Info for STATENO' with an input field for 'STATENO' and an 'Exit Add View' button. Below this section, there's a 'Lab Info' section. A yellow banner at the top of this section reads: 'Labels in yellow are required information when importing a lab document into eHARS'. Below this banner, there are several input fields: 'Record Number' (value 30), 'Parent ID', 'Rollup Number', 'Document Type' (value 004), 'STATENO', 'Date Lab Case Entered' (value 2/23/2015), and 'Site Code' (value CA31). Below these fields, there's a blue banner that reads: 'Labels in blue are highly recommended information when importing a lab document into eHARS'. Below this banner, there are several input fields: 'Last Name', 'First Name', 'Middle Name', 'Date of Birth', 'Sex at Birth', 'Suffix', 'Medical Record No', and 'Prison No'. At the bottom of the screen, there's a section 'Add Lab Tests for STATENO' with an input field for 'STATENO' and an 'Add Lab Tests' button. Below this section, there's a table with columns: 'RecNo', 'STATENO', 'Date Entered', 'Receive Date', 'Collection Date', 'Lab Test Name', 'Lab Result', 'Lab Units', and 'Interpretation'. The table has a row with a '*' in the 'RecNo' column and '(New)' in the 'STATENO' column. The rest of the table is empty.

Blank Add Lab Info Screen Used to Create a New Case

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To create a new case so that you can then enter laboratory results for the case, follow the instructions in the following subsections to create a case by entering the information on the Add Lab Info screen.

4.1 Adding the STATENO for a New Case

The first piece of information required to create a new case on the Add Lab Info screen is the STATENO for the case. Enter the STATENO in the "STATENO" box and press the tab or enter key. A box will appear asking you to re-enter the STATENO and click "OK" to verify that you typed it correctly. Next you need to add other information for the new case.

The screenshot shows the 'Add Lab Info' screen with a form for entering case information. A yellow banner at the top states: 'Labels in yellow are required information when importing a lab document into eHARS'. The form has two sections: 'Lab Info' and 'Add Lab Tests for STATENO'. In the 'Lab Info' section, the 'STATENO' field is highlighted in yellow and contains the value '123445'. A red circle is drawn around this field. A modal dialog box titled 'RE-ENTER STATENO' is open over the 'STATENO' field, asking for validation. The dialog contains the text 'For validation purposes, please re-enter the STATENO:' and has an 'OK' button (circled in red) and a 'Cancel' button. The 'STATENO' field in the background also has a red circle around it, containing the value '123445'. Below the 'Lab Info' section, there is a section for 'Add Lab Tests for STATENO' with a table. The table has columns: RecNo, STATENO, Date Entered, Receive Date, Collection Date, Lab Test Name, Lab Result, Lab Units, and Interpretation. The first row is labeled '(New)' and is highlighted in blue. A red circle is drawn around the 'STATENO' field in this row, containing the value '123445'. The 'Add Lab Tests' button is visible in the top right corner of this section.

RecNo	STATENO	Date Entered	Receive Date	Collection Date	Lab Test Name	Lab Result	Lab Units	Interpretation
*	(New)							

Entering and Verifying the STATENO to Create a New Case

4.2 Entering Other Information for a New Case

Fields with yellow labels on the Add Lab Info screen must be completed to create a case. Besides STATENO, the minimum required information to create the new case is:

- Last Name
- First Name
- Date of Birth
- Sex at Birth

Fields with blue labels on the Add Lab Info screen are not required, but it is recommended that you also complete these fields to improve the correct importing of laboratory documents into eHARS. Optional information that can be entered for a case is:

- Middle Name
- Suffix
- Medical Record Number
- Prison Number

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When entering Last Name, First Name, or Middle Name, you do not have to do proper casing. For example, if you enter “**skywalker**” in lower case for a Last Name, the system converts it to “**Skywalker**”; entering “**luke**” for the First Name becomes “**Luke**”; and entering “**a**” for the Middle Name converts to “**A**”.

Enter Suffixes such as JR, SR, II or III in the “Suffix” field; please do not enter suffixes in the “Last Name” field.

Pressing the **Enter** or **Tab** key takes you to the next field.

Additional information about these LDET variables can be found in Appendix A.

4.3 What to do once an New Case is Created

The screenshot below shows complete information entered on the Lab Info Screen to create a new case for which laboratory records can now be entered. Once you’ve similarly entered all the information to create your new case, click the “Add Lab Tests” button to add laboratory results for this case.

Add Lab Info

Add Lab Info for STATENO 123445 [Exit Add View](#)

Lab Info

Labels in yellow are required information when importing a lab document into eHARS

Record Number	31
Parent ID	
Rollup Number	
Document Type	004
STATENO	123445
Date Lab Case Entered	2/23/2015
Site Code	CA31

Labels in blue are highly recommended information when importing a lab document into eHARS

Last Name	Organa	Suffix		Medical Record No	2-1B
First Name	Leia			Prison No	Cell 2187 Detention Block AA-23
Middle Name	of Alderaan				
Date of Birth	5/25/1977	Age 37 on 2/23/2015			
Sex at Birth	F	Female			

Add Lab Tests for STATENO 123445 [Add Lab Tests](#)

Unsent labs missing collection date, test name or result will be marked in RED in the RecNo column. Please complete these or delete them. ?

RecNo	STATENO	Date Entered	Receive Date	Collection Date	Lab Test Name	Lab Result	Lab Units	Interpretation
* (New)	123445							

Click on the “Add Lab Tests” Button to Add Laboratory Results for a Newly Created Case

See the Reporting Laboratory Results section for instructions about how to enter a laboratory result for the new case you created.

LDET Standard Operating Procedures

5 Reporting Laboratory Results

Prior to entering laboratory results, you must have either: (a) searched LDET and found the case if it already existed in LDET, or (b) created a new case using the procedures in the prior section. Click the “Add Lab Tests” button to add a new laboratory result for this case

The screenshot shows the 'Edit Lab Info' screen for case STATENO 77899. The top section contains a header 'Edit Lab Info for STATENO 77899' and an 'Exit Edit View' button. Below this is a 'Lab Info' section with a yellow banner stating: 'Labels in yellow are required information when importing a lab document into eHARS'. This section includes fields for Record Number (34), Parent ID, Rollup Number, Document Type (004), STATENO (77899), Date Lab Case Entered (2/23/2015), and Site Code (CA31). A blue banner below states: 'Labels in blue are highly recommended information when importing a lab document into eHARS'. This section includes fields for Last Name (Solo), First Name (Han), Middle Name (Corellia), Date of Birth (5/25/1977), Sex at Birth (M), Suffix, Medical Record No (999 Millennium Falcon), and Prison No (Carbonite1980). Below the banners is a section for 'Edit or Add Lab Tests for STATENO 77899' with an 'Add Lab Tests' button circled in red. A table below shows 'Unsent labs missing collection date, test name or result will be marked in RED in the RecNo column. Please complete these or delete them.' The table has columns: RecNo, STATENO, Date Entered, Receive Date, Collection Date, Lab Test Name, Lab Result, Lab Units, and Interpretation. The first row is marked with an asterisk and shows (New) 77899.

RecNo	STATENO	Date Entered	Receive Date	Collection Date	Lab Test Name	Lab Result	Lab Units	Interpretation
* (New)	77899							

Edit Lab Info Screen Showing Existing Case Details and Associated Laboratory Results

When you click the “Add Lab Tests” button for the case you found/created, the Add Lab Test screen is displayed. Instructions for completing the fields on this screen to enter a laboratory result for a case are presented in the following subsections.

The screenshot shows the 'Add Lab Test' screen for case STATENO 77899. The top section contains a header 'Add Lab Test for Stateno 77899' and a 'Validate/Exit' button. Below this is a yellow banner stating: 'Labels in yellow are required information and blue labels are highly recommended when importing a lab document into eHARS'. This section includes fields for Lab CLIA No, Lab Shortlist Setup, Date Entered (2/23/2015), Specimen Collection Date, Date Received from Lab, Result Date, Accession No, Lab Name (only if not in CLIA list), and Manufacturer. The bottom section includes a field for Lab Test Name.

Blank Add Lab Test Screen Used to Add Laboratory Results for a Case

LDET Standard Operating Procedures

5.1 Entering Information for a Laboratory Result

Fields with yellow labels on the Add Lab Test screen must be completed to add a laboratory result for a case. Note that the fields that are required change depending on the type of laboratory result being reported and the date the case was first reported in LDET as being HIV positive. The information required to enter a laboratory result for a case is:

- Specimen Collection Date (the date the specimen for the test was drawn from the case)
- Lab CLIA Number (the Clinical Laboratory Improvement Amendments number)
- Accession Number (only during first 90 days of HIV positive status)
- Lab Test Name (see Appendix B for more information)
- Test Result/Interpretation (see Appendix B for more information)

Fields with blue labels on the Add Lab Test screen are not required, but it is highly recommended that you also complete these fields to improve the correct importing of laboratory documents into eHARS. The optional information that can be reported for a laboratory result is:

- Date Received from Lab (the date the test result was received by your LHJ)
- Result Date (the date the test was conducted by the laboratory)
- Manufacturer (manufacturer of the test upon which the laboratory result is based)
- Rapid Test? (whether or not the laboratory result was based on a rapid test)
- Accession Number (after the first 90 days of HIV positive status)

Pressing the **Enter** or **Tab** key takes you to the next field.

Additional information about these LDET variables can be found in Appendix A.

LDET Standard Operating Procedures

5.2 Entering Specimen Collection Date for a Laboratory Result

The first field that must be completed on the Add Lab Test screen to enter a laboratory result is the “Specimen Collection Date.” This should be the date that the specimen upon which the result was based was drawn from the case. Please be as accurate as possible with this field.

The screenshot shows the 'Add Lab Test' form. At the top, there is a header 'Add Lab Test' and a button 'Validate/Exit'. Below this is a section 'Add Lab Test for Stateno' with a text input field containing '77899'. A yellow banner below states: 'Labels in yellow are required information and blue labels are highly recommended when importing a lab document into eHARS'. The form contains several fields: 'Lab CLIA No' (dropdown), 'Lab Shortlist Setup' (button), 'Lab Name (only if not in CLIA list)' (text input), 'Manufacturer' (dropdown), 'Date Entered' (text input with value '2/23/2015'), 'Date Received from Lab' (text input), 'Specimen Collection Date' (text input with value '01/02/2015', highlighted with a red circle), 'Result Date' (text input), 'Accession No' (text input with a question mark icon), and 'Lab Test Name' (dropdown).

Enter Specimen Collection Date for a Laboratory Result

Note that once you click tab or enter to go to the next field, LDET calculates the days between the specimen collection date and the date the laboratory result was entered into LDET. If this difference is colored red, there is a big time difference between the specimen collection date and the LDET entry date. In such cases, check the specimen collection date for accuracy to ensure that it was not incorrectly entered. The date in the example below is colored pink, indicating that the difference between the dates was less than 1 year.

The screenshot shows the 'Add Lab Test' form with the same fields as the previous one. The 'Specimen Collection Date' field now contains '1/2/2015'. Below this field, a pink text label 'Date Entered - Collection Date = 1m 21d' is displayed and highlighted with a red circle. The 'Date Entered' field still shows '2/23/2015'.

LDET Calculation of the Difference between the Specimen Collection and LDET Entry Dates

LDET Standard Operating Procedures

5.3 Entering the CLIA Number for a Laboratory Result

The next field that must be reported to enter a laboratory result on the Add Lab Test screen is the laboratory CLIA number. All laboratories certified to perform testing on human specimens under the Clinical Laboratory Improvement Amendments of 1988 (CLIA) Act have a number that uniquely identifies the laboratory. These CLIA numbers must be reported to LHJs for all HIV-infection-related tests per California Code of Regulations (CCR), Title 17, Section [2643.10\(a\)](#). CLIA numbers are also needed so OA staff can request that the laboratory holding the specimen send it for further testing as part of the HIV Incidence Surveillance Program. If you do not know the CLIA number of a laboratory, you can look it up using the name, or a partial name, at: <http://wwwn.cdc.gov/clia/Resources/LabSearch.aspx>. Click the drop-down arrow for the “Lab CLIA No” box and select the laboratory, if it is already on the Lab Shortlist.

The screenshot shows the 'Add Lab Test' form. At the top, there is a text input field for 'Add Lab Test for Stateno' with the value '77899' and a 'Validate/Exit' button. Below this is a yellow banner with the text: 'Labels in yellow are required information and blue labels are highly recommended when importing a lab document into eHARS'. The main form area has several fields: 'Lab CLIA No' (a drop-down menu with a red circle around the arrow), 'Lab Name (only if not in CLIA list)' (a text input field), 'Date Entered' (a text input field), 'Specimen Collection Date' (a text input field), and 'Lab Test Name' (a text input field). Below the 'Date Entered' and 'Specimen Collection Date' fields, there is a pink text label: 'Date Entered - Collection Date = 1m 21d'. A red circle highlights the 'Lab Shortlist Setup' button, which is located to the left of the 'Lab CLIA No' drop-down menu. The drop-down menu is open, showing a list of laboratories with their CLIA numbers and names: '05D2005248-101 FAMILY MEDICAL GROUP, 22030 SHERMAN WAY SUITE 101, CANOGA PARK, 91303', '05D1031575-1ST NEIGHBORHOOD MEDICAL CLINIC, 3636 N FIRST ST #165, FRESNO, 93726', '03D0911463-CREATIVE TESTING SOLUTIONS, 2424 W ERIE DR, TEMPE, 85282', and '05D0571204-LABORATORY CORPORATION OF AMERICA, 13112 EVENING CREEK DRIVE, SOUTH, SUITE 300, SAN DIEGO, 92128'.

Click the Drop-Down Arrow on the “Lab CLIA No” Box to Select a Laboratory on the Lab Shortlist

5.3.1 Adding a Laboratory to the “Lab CLIA No” Drop-Down List (aka Shortlist)

If the laboratory is not shown in the drop-down list for the “Lab CLIA No” box, add it to this drop-down list by clicking the “Lab Shortlist Setup” button.

This screenshot is identical to the one above, showing the 'Add Lab Test' form. The 'Lab Shortlist Setup' button is circled in red, indicating that it should be clicked if the laboratory is not listed in the drop-down menu.

Click “Lab Shortlist Setup” if the Laboratory is Not Listed for a Laboratory Result

LDET Standard Operating Procedures

This opens the Lab Shortlist Setup screen. You can search for a laboratory by partial CLIA, laboratory name, street address, city, or any combination of these as long as you separate your input by commas (e.g., “Quest, West Hills”). Here CLIA “05D0642827” for the West Hills location of Quest Diagnostics has been typed into the “Search Labs” box, and the “Search” button was clicked. Note that one laboratory was found that matches this CLIA.

The screenshot shows the 'Lab Shortlist Setup' interface. At the top, there are instructions and a 'Close Form' button. Below the instructions, there is a search bar labeled 'Search labs:' with the text '05D0642827' entered. A red circle highlights the search bar, and another red circle highlights the 'Search' button. To the right of the search bar, a dropdown menu shows '1 record'. Below the search bar, there is a table titled 'Current Shortlist' with columns 'CLIA Code' and 'Lab Info'. The table contains four rows of laboratory data. A red circle highlights the dropdown menu showing '1 record'.

Lab Shortlist Setup Close Form

Instructions:
This form will allow you to configure which CLIA code/lab names show up in the dropdown list on the add and edit Lab data forms. Simply select a lab from the dropdown list below, then click 'Add this lab' to save that lab to your shortlist. To limit the labs shown in the dropdown list, enter search terms and click the 'Search' button. Click the green '?' for help on search.

If you need other labs (besides CA and UT) added to the list of available labs, please email LDETech@cdph.ca.gov.

To automatically add any labs, not already on your Lab Shortlist, that you had previously selected while entering lab data, click the 'Add Previously-Used CLIA Codes' button. You will be shown a count of labs to be added and will be given a choice to proceed.

Important note: There are many labs with the same name, but different locations. Before selecting a lab to add, please ensure that the address matches the address of the lab associated with the data being entered.

CLIA / Lab Name 1 record

Search labs: 05D0642827 Search Add this lab

Current Shortlist Add Previously-Used CLIA Codes

To remove a lab from the shortlist, click on the CLIA code. A lab can always be added back using 'Add this lab'.

CLIA Code	Lab Info
05D2005248	05D2005248-101 FAMILY MEDICAL GROUP, 22030 SHERMAN WAY SUITE 101, CANOGA PARK, 91303
05D1031575	05D1031575-1ST NEIGHBORHOOD MEDICAL CLINIC, 3636 N FIRST ST #165, FRESNO, 93726
03D0911463	03D0911463-CREATIVE TESTING SOLUTIONS, 2424 W ERIE DR, TEMPE, 85282
05D0571204	05D0571204-LABORATORY CORPORATION OF AMERICA, 13112 EVENING CREEK DRIVE, SOUTH, SUITE 300, S

Searching for a Laboratory to Add to the Lab Shortlist

The laboratory that matched CLIA “05D0642827” for the West Hills location of Quest Diagnostics can be seen by clicking the drop-down box for the CLIA/Lab Name field. If more than one laboratory met the search criteria, all these matching laboratories would be shown in this drop-down box.

The screenshot shows the 'Lab Shortlist Setup' interface. The dropdown menu for the 'CLIA / Lab Name' field is open, showing a list of laboratories. A red circle highlights the dropdown menu, and another red circle highlights the first item in the list: '05D0642827-QUEST DIAGNOSTICS, 8401 FALLBROOK AVE, WEST HILLS, 91304'. Below the dropdown menu, there is a table titled 'Current Shortlist' with columns 'CLIA Code' and 'Lab Info'. The table contains four rows of laboratory data. A red circle highlights the dropdown menu showing the search results.

CLIA / Lab Name 1 record

05D0642827-QUEST DIAGNOSTICS, 8401 FALLBROOK AVE, WEST HILLS, 91304

Current Shortlist Add Previously-Used CLIA Codes

To remove a lab from the shortlist, click on the CLIA code. A lab can always be added back using 'Add this lab'.

CLIA Code	Lab Info
05D2005248	05D2005248-101 FAMILY MEDICAL GROUP, 22030 SHERMAN WAY SUITE 101, CANOGA PARK, 91303
05D1031575	05D1031575-1ST NEIGHBORHOOD MEDICAL CLINIC, 3636 N FIRST ST #165, FRESNO, 93726
03D0911463	03D0911463-CREATIVE TESTING SOLUTIONS, 2424 W ERIE DR, TEMPE, 85282
05D0571204	05D0571204-LABORATORY CORPORATION OF AMERICA, 13112 EVENING CREEK DRIVE, SOUTH, SUITE 300, S

Click the Drop-Down to See the Laboratories that Matched the Search Criteria

Note that there are many laboratories with the same, or similar, names, but different locations. Before selecting a laboratory to add, please ensure that the address matches the address for

LDET Standard Operating Procedures

the laboratory associated with the test result being entered. If you need a laboratory added to the list of available labs, email LDETECH@cdph.ca.gov and request that it be added.

Choose the correct laboratory and click the “Add this Lab” button. Click “Close Form” to return to the Add Lab Test screen.

Lab Shortlist Setup

Instructions:
This form will allow you to configure which CLIA code/lab names show up in the dropdown list on the add and edit Lab data forms. Simply select a lab from the dropdown list below, then click 'Add this lab' to save that lab to your shortlist. To limit the labs shown in the dropdown list, enter search terms and click the 'Search' button. Click the green '?' for help on search.

If you need other labs (besides CA and UT) added to the list of available labs, please email LDETECH@cdph.ca.gov.

To automatically add any labs, not already on your Lab Shortlist, that you had previously selected while entering lab data, click the 'Add Previously-Used CLIA Codes' button. You will be shown a count of labs to be added and will be given a choice to proceed.

Important note: There are many labs with the same name, but different locations. Before selecting a lab to add, please ensure that the address matches the address of the lab associated with the data being entered.

CLIA / Lab Name: 05D0642827-QUEST DIAGNOSTICS, 8401 FALLBROOK AVE, WEST HILLS, 91304 ← 1 record

Search labs: 05D0642827 Search ? Add this lab

Current Shortlist Add Previously-Used CLIA Codes

To remove a lab from the shortlist, click on the CLIA code. A lab can always be added back using 'Add this lab'.

CLIA Code	Lab Info
05D2005248	05D2005248-101 FAMILY MEDICAL GROUP, 22030 SHERMAN WAY SUITE 101, CANOGA PARK, 91303
05D1031575	05D1031575-1ST NEIGHBORHOOD MEDICAL CLINIC, 3636 N FIRST ST #165, FRESNO, 93726
03D0911463	03D0911463-CREATIVE TESTING SOLUTIONS, 2424 W ERIE DR, TEMPE, 85282
05D0571204	05D0571204-LABORATORY CORPORATION OF AMERICA, 13112 EVENING CREEK DRIVE, SOUTH, SUITE 300, SAN DIEGO, 92128
05D0642827	05D0642827-QUEST DIAGNOSTICS, 8401 FALLBROOK AVE, WEST HILLS, 91304

Select and the Correct Laboratory and Click “Add this lab” to Add it to the Lab Shortlist

The newly added laboratory is now on the Lab Shortlist on the Add Lab Test screen and can be selected easily from the “Lab CLIA No” drop-down list now and in the future.

Add Lab Test

Add Lab Test for Stateno: 77899 Validate/Exit

Labels in yellow are required information and blue labels are highly recommended when importing a lab document into eHARS

Lab CLIA No: 05D0642827-QUEST DIAGNOSTICS, 8401 FALLBROOK AVE, WEST HILLS, 91304

Lab Name (only if not in CLIA list):

Lab Shortlist Setup:

Date Entered:

Specimen Collection Date:

Lab Test Name:

The Newly Added Laboratory is Now Shown on “Lab CLIA No” Drop-Down List

LDET Standard Operating Procedures

5.4 Entering the Specimen Accession Number for a Laboratory Result

The next field that often must be reported to enter a laboratory result on the Add Lab Test screen is the laboratory-assigned specimen accession number. Accession numbers are tracking or inventory numbers found on laboratory reports and specimen vials that are used to track specimen and link them to patients. Accession numbers are required for all laboratory results with a specimen collection date that is within 90 days of the date of the first HIV positive laboratory result reported in LDET for the case. Accession numbers are needed so OA staff can request that the laboratory holding the specimen send it for further testing as part of the HIV Incidence Surveillance Program. While accession numbers are not required once the specimen collection date is past this 90-day window, including them allows OA to better identify duplicate laboratory results in eHARS, so LHJs are encouraged to always enter accession numbers.

Add Lab Test

Add Lab Test for Stateno 77899 Validate/Exit

Labels in yellow are required information and blue labels are highly recommended when importing a lab document into eHARS

Lab CLIA No 05D0642827-QUEST DIAGNOSTICS, 8401 FALLBROOK AVE, WEST Lab Name (only if not in CLIA list)

Lab Shortlist Setup Manufacturer

Date Entered 2/23/2015 Date Received from Lab

Specimen Collection Date 1/2/2015 Result Date **Accession No** EN123456W ?

Date Entered - Collection Date = 1m 21d

Lab Test Name

Completed Specimen Accession Number for a Laboratory Result

Extra caution should be observed when it comes to recording specimen accession numbers, because the numbers may not be obvious in the laboratory reports, what they are called on laboratory reports varies, and their structure and format are different across laboratories. While the content and formatting of accession numbers varies across laboratories, they are usually a string of numbers or combination of letters and numbers. If you click the question mark next to the "Accession No" field on the Add Lab Test screen, the formatting for several common laboratory accession numbers is shown. For guidance identifying the accession numbers on laboratory reports for other common laboratories, see the Guide to Accession Number Identification from Common Laboratories available on the OA website at:

<http://www.cdph.ca.gov/programs/aids/Documents/GuideToAccessionNumberIdentificationFromCommonLaboratories2.pdf>

If you are unsure about how to identify the correct accession number to report, you may contact the laboratory directly or the HIV Surveillance Laboratory Coordinator at OA, Jessica Brown, at (916) 445-9231 or Jessica.Brown@cdph.ca.gov.

LDET Standard Operating Procedures

5.5 Entering the Test Name and Result/Interpretation for a Laboratory Result

The next fields that must be reported to enter a laboratory result on the Add Lab Test screen are the laboratory test name and the actual result/interpretation of the test. Click the “Lab Test Name” drop-down arrow to reveal the test types available in LDET, which are grouped into major categories of test types. Note that different test result/interpretation fields will appear based on the laboratory test name that is selected.

Add Lab Test

Add Lab Test for Stateno 77899 Validate/Exit

Labels in yellow are required information and blue labels are highly recommended when importing a lab document into eHARS

Lab CLIA No 05D0642827-QUEST DIAGNOSTICS, 8401 FALLBROOK AVE, WEST Lab Name (only if not in CLIA list)

Lab Shortlist Setup Manufacturer

Date Entered 2/23/2015 Date Received from Lab

Specimen Collection Date 1/2/2015 Result Date Accession No EN123456W ?

Date Entered - Collection Date = 1m 21d

Lab Test Name

- === HIV ANTIBODY TESTS (NON TYPE DIFFERENTIATING) ===
- HIV-1 EIA
- HIV-1/2 EIA
- HIV-2 EIA
- NON-TYPE DIFF. HIV 1/2 AG/AB
- HIV-1 WESTERN BLOT
- HIV-2 WESTERN BLOT
- HIV-1 IFA
- === HIV ANTIBODY TESTS (TYPE DIFFERENTIATING) ===
- HIV-1/2 TYPE DIFFERENTIATING
- === HIV DETECTION TESTS (QUALITATIVE) ===
- HIV-1 P24 ANTIGEN
- HIV-1 RNA/DNA NAAT (QUAL)
- HIV-1 CULTURE
- HIV-2 RNA/DNA NAAT (QUAL)
- HIV-2 CULTURE
- === HIV DETECTION TESTS (QUANTITATIVE VIRAL LOAD) ===
- HIV-1 RNA/DNA NAAT (QUAN)
- HIV-2 RNA/DNA NAAT (QUAN)
- === IMMUNOLOGIC TESTS (CD4 COUNT AND PERCENTAGE) ===
- CD4 COUNT

Lab Test Names Available in LDET

If you are unsure of which laboratory test name to select for laboratory results you’ve received, contact your OA Surveillance Coordinator for assistance.

Some tests have been “retired” that were available in earlier versions of LDET. Although these retired tests are still frequently being used, they should now be entered as the general type of test. For example, “HIV-1 RNA BDNA” and “HIV-1 RNA RT-PCR” are no longer listed in the drop-down list, because these quantitative viral load tests should now be entered as “HIV-1 RNA/DNA NAAT (QUAN).” Similarly, the retired “HIV-1 RNA PCR (QUAL)” and “HIV-1 PROVIRAL DNA (QUAL)” should now be entered as “HIV-1 RNA/DNA NAAT (QUAL).”

Whether a test was rapid or not can now optionally be reported for all applicable tests.

Additional information about the test types in LDET can be found in Appendix B.

The following subsections demonstrate how to enter results for one example of each of the major categories of tests.

LDET Standard Operating Procedures

5.5.1 Entering Results for HIV Antibody Non-Type Differentiating Tests

To enter results for a non-type differentiating HIV antibody test (e.g., 4th generation HIV-1/2 antigen/antibody combination immunoassay [EIA]), select the correct option from the “Lab Test Name” drop-down. Then select the actual test result from the “Lab Result” drop-down box.

Add Lab Test

Add Lab Test for Stateno Validate/Exit

Labels in yellow are required information and blue labels are highly recommended when importing a lab document into eHARS

Lab CLIA No Lab Name (only if not in CLIA list)

Lab Shortlist Setup

Date Entered Date Received from Lab

Specimen Collection Date Result Date Accession No ?

Date Entered - Collection Date = 1m 21d

Lab Test Name Antibody/Antigen Test. Ideally, per the recommended algorithm, this HIV antigen/antibody test should be accompanied by a supplemental test (e.g., Western blot, HIV-1 IFA, HIV-1/2 type differentiating, viral load [NAAT]).

Lab Result Rapid Test?

Code	Description
POS	Positive/Reactive
NEG	Negative/Non-reactive
IND	Indeterminate

Result Screen for Non-Type Differentiating HIV Antibody Tests

5.5.2 Entering Results for HIV Antibody Type Differentiating Tests

To enter results for a type differentiating HIV antibody test (e.g., Multispot), select the correct option from the “Lab Test Name” drop-down. Then select the actual test result from the “Differentiating Result” drop-down box.

Add Lab Test

Add Lab Test for Stateno Validate/Exit

Labels in yellow are required information and blue labels are highly recommended when importing a lab document into eHARS

Lab CLIA No Lab Name (only if not in CLIA list)

Lab Shortlist Setup

Date Entered Date Received from Lab

Specimen Collection Date Result Date Accession No ?

Date Entered - Collection Date = 1m 21d

Lab Test Name Antibody/Antigen Test. Ideally, per the recommended algorithm, non-reactive or indeterminate results following a reactive non-type differentiating immunoassay should be followed with an HIV-1 NAAT.

Rapid Test?

Differentiating Result

HIV-1	HIV-1 only
HIV-2	HIV-2 only
BOTH	Undifferentiated
IND	Indeterminate
NTHR	Neither/negative

Result Screen for Type Differentiating HIV Antibody Tests

LDET Standard Operating Procedures

5.5.3 Entering Results for Qualitative HIV Detection Tests

To enter results for a qualitative HIV detection test (e.g., a qualitative HIV-1 RNA PCR or HIV-1 PROVIRAL DNA), select the correct option from the “Lab Test Name” drop-down. Then select the actual test result from the “Lab Result” drop-down box.

Add Lab Test

Add Lab Test for Stateno 77899 Validate/Exit

Labels in yellow are required information and blue labels are highly recommended when importing a lab document into eHARS

Lab CLIA No 05D0642827-QUEST DIAGNOSTICS, 8401 FALLBROOK AVE, WEST Lab Name (only if not in CLIA list)

Lab Shortlist Setup Manufacturer

Date Entered 2/23/2015 Date Received from Lab

Specimen Collection Date 1/2/2015 Result Date Accession No EN123456W ?

Date Entered - Collection Date = 1m 21d

Lab Test Name HIV-1 RNA/DNA NAAT (QUAL) Detection Test

Lab Result

Code	Description
POS	Positive/Reactive
NEG	Negative/Non-reactive
IND	Indeterminate

Result Screen for Qualitative HIV Detection Tests

5.5.4 Entering Results for Quantitative HIV Detection Tests

To enter results for a quantitative HIV detection test (e.g., a quantitative HIV-1 RNA BDNA or HIV-1 RNA RT-PCR) with a detectable viral load, select the correct option from the “Lab Test Name” drop-down. Then select the actual interpretation of the test result from the “Lab Interpretation” drop-down box. In the boxes under “Lab Result” enter the reported copies per milliliter (Copies/ML), along with the logarithm of the viral load (LOG), if it is known.

Add Lab Test

Add Lab Test for Stateno 77899 Validate/Exit

Labels in yellow are required information and blue labels are highly recommended when importing a lab document into eHARS

Lab CLIA No 05D0642827-QUEST DIAGNOSTICS, 8401 FALLBROOK AVE, WEST Lab Name (only if not in CLIA list)

Lab Shortlist Setup Manufacturer

Date Entered 2/23/2015 Date Received from Lab

Specimen Collection Date 1/2/2015 Result Date Accession No EN123456W ?

Date Entered - Collection Date = 1m 21d

Lab Test Name HIV-1 RNA/DNA NAAT (QUAN) Detection Test

Lab Interpretation (< Below Limit/- Within Limit/> Above Limit)

Below limit
Within limit
Above limit
Unknown

Undetectable Viral Load

Lab Result

Copies/ML

LOG (if known)

Result Screen for Quantitative HIV Detection Tests with Detectable Viral Load

LDET Standard Operating Procedures

To enter results for a quantitative HIV detection test with an undetectable viral load, select the correct option from the “Lab Test Name” drop-down. Then click the “Undetectable Viral Load” box. The “Lab Interpretation” and “Copies/ML” will be automatically filled in by LDET.

Add Lab Test

Add Lab Test for Stateno 77899 Validate/Exit

Labels in yellow are required information and blue labels are highly recommended when importing a lab document into eHARS

Lab CLIA No 05D0642827-QUEST DIAGNOSTICS, 8401 FALLBROOK AVE, WEST Lab Name (only if not in CLIA list)

Lab Shortlist Setup Manufacturer

Date Entered 2/23/2015 Date Received from Lab

Specimen Collection Date 1/2/2015 Result Date Accession No EN123456W ?

Date Entered - Collection Date = 1m 21d

Lab Test Name HIV-1 RNA/DNA NAAT (QUAN) Detection Test

Lab Interpretation (< Below Limit/= Within Limit/> Above Limit) Lab Result

Below limit Undetectable Viral Load UND Copies/ML

LOG (if known)

Result Screen for Quantitative HIV Detection Tests with Undetectable Viral Load

5.5.5 Entering Results for Immunologic Tests

To enter results for an immunologic test (e.g., CD4+ T-cell count or percentage), select the “CD4 COUNT” option from the “Lab Test Name” drop-down. Then enter the actual CD4 count in the “CD4 Count” box, followed by with the CD4 percent in the “CD4 Percent” box, if it is known.

Add Lab Test

Add Lab Test for Stateno 77899 Validate/Exit

Labels in yellow are required information and blue labels are highly recommended when importing a lab document into eHARS

Lab CLIA No 05D0642827-QUEST DIAGNOSTICS, 8401 FALLBROOK AVE, WEST Lab Name (only if not in CLIA list)

Lab Shortlist Setup Manufacturer

Date Entered 2/23/2015 Date Received from Lab

Specimen Collection Date 1/2/2015 Result Date Accession No EN123456W ?

Date Entered - Collection Date = 1m 21d

Lab Test Name CD4 COUNT Immunologic Test. Enter CD4 count BEFORE entering percent.

CD4 Count (Numeric/No Decimals) CD4 Percent

CNT PCT

Result Screen for Immunologic Tests

LDET Standard Operating Procedures

If the CD4+ count is <200, or if not present, the CD4+ T-cell percent is <14 percent:
 If this laboratory is the first test result meeting either above criterion for a known HIV case, then the case has transitioned to AIDS. For such cases you must complete an Adult Case Report Form (ACRF) and send it to OA for entry into eHARS. The ACRF should include: the residence at AIDS diagnosis, the medical facility that made the AIDS diagnosis or ordered the CD4 test, the actual laboratory results, the specimen collection date, and any other known case information. **The test result SHOULD ALSO be entered into LDET.**

5.6 When you are Done Entering a Laboratory Result

When you are finished entering a laboratory result, click the “Validate/Exit” button at the top of the Add Lab Test screen to return to the Edit/Add Lab Info screen. If you have missed any required fields, one or more boxes will appear warning you about the missing information.

Add Lab Test
Validate/Exit

Add Lab Test for STATENO

Click “Validate/Edit” when Done Entering a Laboratory Result

5.7 When you are Done Entering All Laboratory Test Results for a Case

You may enter additional test results for a case by clicking the “Add Lab Tests” button on the Edit/Add Lab Info screen again. When you are finished entering all laboratory results for a case, click the “Exit Edit View” or “Exit Add View” button to return to the LDET Main Page.

Edit Lab Info
Exit Edit View

Edit Lab Info for STATENO

Lab Info

Labels in yellow are required information when importing a lab document into eHARS

Record Number	<input type="text" value="34"/>		
Parent ID	<input type="text"/>		
Rollup Number	<input type="text"/>		
Document Type	<input type="text" value="004"/>		
STATENO	<input type="text" value="77899"/>		
Date Lab Case Entered	<input type="text" value="2/23/2015"/>		
Site Code	<input type="text" value="CA31"/>		

Labels in blue are highly recommended information when importing a lab document into eHARS

Last Name	<input type="text" value="Solo"/>	Suffix	<input type="text"/>	Medical Record No	<input type="text" value="999 Millennium Falcon"/>
First Name	<input type="text" value="Han"/>			Prison No	<input type="text" value="Carbonite1980"/>
Middle Name	<input type="text" value="Corellia"/>				
Date of Birth	<input type="text" value="5/25/1977"/>	Age 37 on 2/23/2015			
Sex at Birth	<input type="text" value="M"/>	Male			

Edit or Add Lab Tests for STATENO

Add Lab Tests

Unsent labs missing collection date, test name or result will be marked in RED in the RecNo column. Please complete these or delete them. ?

RecNo	STATENO	Date Entered	Receive Date	Collection Date	Lab Test Name	Lab Result	Lab Units	Interpretation
182	77899	2/23/2015		1/2/2015	HIV-1 EIA	POS		
181	77899	2/23/2015		1/2/2015	NON-TYPE DIFF. HIV 1/2 A	POS		
* (New)	77899							

Click “Exit Edit View” or “Exit Add View” when Done Entering All Laboratory Results for a Case

LDET Standard Operating Procedures

6 Exiting LDET

When you are finished entering all laboratory results for cases into LDET, click the “Quit” button on the LDET Main Page and then click “Yes” to confirm that you want to exit LDET. All changes that you made are automatically saved when you exit.

The screenshot shows the LDET Main Page interface. At the top, there are fields for 'Lab Info Count' (6) and 'Lab Test Count' (5). Below these are buttons for 'Lab Shortlist Setup', 'Comprehensive Export', and a circled 'Quit' button. A search section includes fields for 'STATENO', 'LAST NAME', and 'DATE OF BIRTH', with 'Search' and 'Clear' buttons. A message states: 'Always click the Clear button after each search to clear the results and bring the Home Page to its default listing.' Below the search section, there is a table with columns: RecN, STATENO, Bad Lab, Date Case Entered, Last Name, First Name, Middle Name, Birth Date, Birth Sex, and DELETE CA. The table contains several rows of data, including cases for Fett, Hutt, Organa, Solo, Vader, and Yoda. The 'Quit' button is highlighted with a red circle.

Click “Quit” and Confirm “Yes” to Exit LDET

7 Editing or Adding Information for an Existing Laboratory Result

Sometimes you need to edit or update the information for an existing laboratory result. To do this, first perform a search to find the case on the LDET Main Page. When you find the case, click the “RecNo” number beside the case to display the Edit Laboratory Info screen. For example, to correct a CD4 count of “437” that was incorrectly entered as “4370” for Yoda, the “37” in the “RecNo” column next to Yoda's name would be clicked.

The screenshot shows the LDET Main Page interface. At the top, there are fields for 'Lab Info Count' (6) and 'Lab Test Count' (6). Below these are buttons for 'Lab Shortlist Setup', 'Comprehensive Export', and a 'Quit' button. A search section includes fields for 'STATENO', 'LAST NAME', and 'DATE OF BIRTH', with 'Search' and 'Clear' buttons. A message states: 'Always click the Clear button after each search to clear the results and bring the Home Page to its default listing.' Below the search section, there is a table with columns: RecN, STATENO, Bad Lab, Date Case Entered, Last Name, First Name, Middle Name, Birth Date, Birth Sex, and DELETE CA. The table contains several rows of data, including cases for Yoda, Vader, Hutt, Solo, Fett, and Organa. The 'RecNo' 37 in the first row is circled in red.

Click on the Number in the “RecNo” Column to Select the Case with the Laboratory Result to Edit

LDET Standard Operating Procedures

The Edit Lab Info screen should now display for the case you chose. This screen shows the case details of the case on the top of the screen, and a list of the laboratory results associated with this case at the bottom of the screen. Click the “RecNo” of the laboratory result you want to edit, which will open the Edit Lab Test screen for that laboratory result.

Edit Lab Info for STATENO 556899

[Exit Edit View](#)

Lab Info

Labels in yellow are required information when importing a lab document into eHARS

Record Number	37
Parent ID	
Rollup Number	
Document Type	004
STATENO	556899
Date Lab Case Entered	2/23/2015
Site Code	CA31

Labels in blue are highly recommended information when importing a lab document into eHARS

Last Name	Yoda	Suffix		Medical Record No	
First Name	Master			Prison No	
Middle Name					
Date of Birth	1/1/1950	Age 65 on 2/23/2015			
Sex at Birth	M	Male			

Edit or Add Lab Tests for STATENO 556899

[Add Lab Tests](#)

Unsent labs missing collection date, test name or result will be marked in RED in the RecNo column. Please complete these or delete them. ?

RecNo	STATENO	Date Entered	Receive Date	Collection Date	Lab Test Name	Lab Result	Lab Units	Interpretation
185	556899	2/23/2015		1/12/2015	CD4 COUNT	4370	CNT	
183	556899	2/23/2015		1/22/2015	NON-TYPE DIFF. HIV 1/2 A/R POS			
*	(New) 556899							

Click on the Number in the “RecNo” Column to Select the Laboratory Result to Edit

The Edit Lab Test screen should now display for the laboratory result you chose. This screen shows the details of the test result, which you can now edit or update.

Edit Lab Test for STATENO 556899

[Validate/Exit](#)

Labels in yellow are required information and blue labels are highly recommended when importing a lab document into eHARS

Lab CLIA No	05D0642827-QUEST DIAGNOSTICS, 8401 FALLBROOK AVE, WEST			Lab Name (only if not in CLIA list)	
Lab Shortlist Setup				Manufacturer	
Date Entered	2/23/2015	Date Received from Lab			
Specimen Collection Date	1/12/2015	Result Date		Accession No	WD123456D
Date Entered - Collection Date = 1m 11d					
Lab Test Name	CD4 COUNT			Immunologic Test. Enter CD4 count BEFORE entering percent.	
<div style="background-color: yellow; display: inline-block; padding: 2px;">CD4 Count (Numeric. No decimals)</div> <div style="margin-left: 20px;"> <div style="border: 1px solid black; padding: 2px; display: inline-block;">4370</div> <div style="margin-left: 10px; color: blue;">CNT</div> </div>					

Edit Lab Test Screen Displaying Incorrect Laboratory Result

LDET Standard Operating Procedures

When you are done updating the laboratory result information, click the “Validate/Exit” button to return to the Edit Lab Info screen. Note Yoda’s CD4 count has been corrected.

Edit Lab Test

Edit Lab Test for STATENO 556899 Validate/Exit

Labels in yellow are required information and blue labels are highly recommended when importing a lab document into eHARS

Lab CLIA No 05D0642827-QUEST DIAGNOSTICS, 8401 FALLBROOK AVE, WEST Lab Name (only if not in CLIA list)

Lab Shortlist Setup Manufacturer

Date Entered 2/23/2015 Date Received from Lab

Specimen Collection Date 1/12/2015 Result Date

Date Entered - Collection Date = 1m 11d Accession No WD123456D ?

Lab Test Name CD4 COUNT Immunologic Test. Enter CD4 count BEFORE entering percent.

CD4 Count (Numeric, No decimals)

437 CNT

Corrected Laboratory Result on the Edit Lab Test Screen

The corrected result, in this case the CD4 count for Yoda, is now displayed on the Edit Lab Info screen. Click “Exit Edit View” to return to the LDET Main Page.

Edit Lab Info

Edit Lab Info for STATENO 556899 Exit Edit View

Lab Info

Labels in yellow are required information when importing a lab document into eHARS

Record Number 37

Parent ID

Rollup Number

Document Type 004

STATENO 556899

Date Lab Case Entered 2/23/2015

Site Code CA31

Labels in blue are highly recommended information when importing a lab document into eHARS

Last Name Yoda Suffix

First Name Master Medical Record No

Middle Name Prison No

Date of Birth 1/1/1950 Age 65 on 2/23/2015

Sex at Birth M Male

Edit or Add Lab Tests for STATENO 556899 Add Lab Tests

Unsent labs missing collection date, test name or result will be marked in RED in the RecNo column. Please complete these or delete them. ?

RecNo	STATENO	Date Entered	Receive Date	Collection Date	Lab Test Name	Lab Result	Lab Units	Interpretation
185	556899	2/23/2015		1/12/2015	CD4 COUNT	437	CNT	
183	556899	2/23/2015		1/22/2015	NON-TYPE DIFF. HIV 1/2 ACROSS			
*(New)	556899							

Edit Lab Info Screen Displaying Corrected Laboratory Result

Note: If the test result you corrected was previously uploaded to OA in uncorrected form, the changes will not be known to OA unless you also submit a paper update of the result to OA.

LDET Standard Operating Procedures

8 Editing or Adding Information for an Existing Case

Sometimes you obtain additional details about a case that you want to add (e.g., Medical Record Number) or you need to correct details for the case (e.g., you incorrectly assigned STATENO “56689” to a case that should actually be STATENO “345699”). To do this, first perform a search to find the case on the LDET Main Page. When you find the case, click the “RecNo” number beside the case to display the Edit Lab Info screen. For example, to change the STATENO for Jabba the Hutt to “345699,” click the “35” in the “RecNo” column.

LDET Main Page

Lab Info Count LDET V4.04

Lab Test Count Lab Shortlist Setup Comprehensive Export Quit

STATENO	LAST NAME	DATE OF BIRTH
Always click the Clear button after each search to clear the results and bring the Home Page to its default listing.		

0 Bad Lab Records ☐ Note: Cases missing name, DOB, collection date, test name, or result, will not be transferred to OA until completed.

RecNo	STATENO	Bad Lab	Date Case Entered	Last Name	First Name	Middle Name	Birth Date	Birth Sex	DELETE CA!
37	556899		2/23/2015	Yoda	Master		1/1/1950	M	Click to delete
36	2345566766		2/23/2015	Vadar	Darth	Skywalker	5/25/1973	M	Click to delete
35	56689		2/23/2015	Hutt	Jabba	the	5/25/1983	U	Click to delete
34	77899		2/23/2015	Solo	Han	Corellia	5/25/1977	M	Click to delete
33	111222333		2/23/2015	Fett	Boba	Jango	9/20/1978	M	Click to delete
31	123445		2/23/2015	Organa	Leia	of Alderaan	5/25/1977	F	Click to delete

Click the “RecNo” on the LDET Main Page to Edit Details for the Entire Case

The Edit Lab Info screen should now display for the case you chose. This screen shows the case details of the case on the top of the screen, and a list of the laboratory results associated with this case at the bottom of the screen. You can edit the case detail fields that are not locked: STATENO, Last Name, First Name, Middle Name, Date of Birth, Sex at Birth, Medical Record Number, and Prison Number. When you are done, click the “Exit Edit View” button to return to the LDET Main Page. Note that Jabba the Hutt’s STATENO has been corrected.

Edit Lab Info

Edit Lab Info for STATENO Exit Edit View

Lab Info

Labels in yellow are required information when importing a lab document into eHARS

Record Number	<input type="text" value="35"/>
Parent ID	<input type="text"/>
Rollup Number	<input type="text"/>
Document Type	<input type="text" value="1004"/>
STATENO	<input type="text" value="345699"/>
Date Lab Case Entered	<input type="text" value="2/23/2015"/>
Site Code	<input type="text" value="CA31"/>

Labels in blue are highly recommended information when importing a lab document into eHARS

Last Name	<input type="text" value="Hutt"/>	Suffix	<input type="text"/>	Medical Record No	<input type="text" value="Nal Hutta 111568"/>
First Name	<input type="text" value="Jabba"/>			Prison No	<input type="text" value="Tatooine1983"/>
Middle Name	<input type="text" value="the"/>				
Date of Birth	<input type="text" value="5/25/1983"/>	Age	<input type="text" value="31 on 2/24/2015"/>		
Sex at Birth	<input type="text" value="U"/>		Unknown		

Edit or Add Lab Tests for STATENO Add Lab Tests

Unsent labs missing collection date, test name or result will be marked in RED in the RecNo column. Please complete these or delete them. ☐

RecNo	STATENO	Date Entered	Receive Date	Collection Date	Lab Test Name	Lab Result	Lab Units	Interpretation
* (New)	56689							

Edit Laboratory Info Screen Showing Case Details and Listing of Associated Laboratory Results

LDET Standard Operating Procedures

Note that Jabba the Hutt's STATENO has been changed to "345699" on the LDET Main Page for in this example.

LDET Main Page

Lab Info Count Lab Test Count

LDET V4.04

Lab Shortlist Setup Comprehensive Export Quit

STATENO LAST NAME DATE OF BIRTH

Search Clear

Add Lab Info and Lab Tests

Export Data to Send to OA 6 of 6 sendable

0 Bad Lab Records Note: Cases missing name, DOB, collection date, test name, or result, will not be transferred to OA until completed.

RecN	STATENO	Bad Lab	Date Case Entered	Last Name	First Name	Middle Name	Birth Date	Birth Sex	DELETE CA!
37	556899		2/23/2015	Yoda	Master		1/1/1950	M	Click to delete
36	2345566766		2/23/2015	Vadar	Darth	Skywalker	5/25/1973	M	Click to delete
35	345699		2/23/2015	Hutt	Jabba	the	5/25/1983	U	Click to delete
34	77899		2/23/2015	Solo	Han	Corellia	5/25/1977	M	Click to delete
33	111222333		2/23/2015	Fett	Boba	Jango	9/20/1978	M	Click to delete
31	123445		2/23/2015	Organa	Leia	of Alderaan	5/25/1977	F	Click to delete

LDET Main Page Showing Updated STATENO for the Edited Case

Warning: If your edit involves changing the STATENO, LDET makes a cascading change to all STATENOs for laboratory results associated with the case. For example, if you change the STATENO "56689" to "345699", the STATENO is automatically changed to the new STATENO for all laboratory results for that case.

Note: If the laboratory results you corrected were previously uploaded to OA in uncorrected form, the changes will not be known to OA unless you also submit paper updates of the laboratory results to OA.

9 Deleting an Entire Existing Laboratory Result

Sometimes you want to delete an entire laboratory result (e.g., delete a laboratory result mistakenly put on the wrong case). To do this, first perform a search to find the case on the LDET Main Page. When you find the case, click the "RecNo" number beside the case to display the Edit Laboratory Info screen. For example, to delete a CD4 Percent result for Lando Calrissian, click the "38" in the "RecNo" column next to his name.

LDET Main Page

Lab Info Count Lab Test Count

LDET V4.04

Lab Shortlist Setup Comprehensive Export Quit

STATENO LAST NAME DATE OF BIRTH

Search Clear

Add Lab Info and Lab Tests

Export Data to Send to OA 8 of 8 sendable

0 Bad Lab Records Note: Cases missing name, DOB, collection date, test name, or result, will not be transferred to OA until completed.

RecN	STATENO	Bad Lab	Date Case Entered	Last Name	First Name	Middle Name	Birth Date	Birth Sex	DELETE CA!
38	14567		2/24/2015	Calrissian	Lando	Baron	5/25/1983	M	Click to delete
37	556899		2/23/2015	Yoda	Master		1/1/1950	M	Click to delete
36	2345566766		2/23/2015	Vadar	Darth	Skywalker	5/25/1973	M	Click to delete
35	345699		2/23/2015	Hutt	Jabba	the	5/25/1983	U	Click to delete
34	77899		2/23/2015	Solo	Han	Corellia	5/25/1977	M	Click to delete
33	111222333		2/23/2015	Fett	Boba	Jango	9/20/1978	M	Click to delete
31	123445		2/23/2015	Organa	Leia	of Alderaan	5/25/1977	F	Click to delete

Click on the Number in the "RecNo" Column to Select the Matching Case

LDET Standard Operating Procedures

The Edit Lab Info screen should now display for the case you chose. This screen shows the case details of the case on the top of the screen, and a list of the laboratory results associated with this case at the bottom of the screen. Click the GRAY AREA next to the “RecNo” of the laboratory result you want to delete, which will highlight the entire test result row.

Edit Lab Info

Edit Lab Info for STATENO 14567 Exit Edit View

Lab Info

Labels in yellow are required information when importing a lab document into eHARS

Record Number 38
Parent ID
Rollup Number
Document Type 004
STATENO 14567
Date Lab Case Entered 2/24/2015
Site Code CA31

Labels in blue are highly recommended information when importing a lab document into eHARS

Last Name Calrissian Suffix Medical Record No CloudCity112233
First Name Lando Prison No CloudCityAdmin
Middle Name Baron
Date of Birth 5/25/1983 Age 31 on 2/24/2015
Sex at Birth M Male

Edit or Add Lab Tests for STATENO 14567 Add Lab Tests

Unsent labs missing collection date, test name or result will be marked in RED in the RecNo column. Please complete these or delete them. ?

RecNo	STATENO	Date Entered	Receive Date	Collection Date	Lab Test Name	Lab Result	Lab Units	Interpretation
187	14567	2/24/2015	1/12/2015	1/15/2008	CD4 PERCENT	22	PCT	
186	14567	2/24/2015	1/12/2015	1/15/2008	CD4 COUNT	356	CNT	
*(New)	14567							

Click the Gray Area Next to the Laboratory Result You Want to Delete and Press the “Delete” Key

Press the “Delete” key on your keyboard and a warning message will pop up confirming that you want to delete the laboratory result entirely. Click “Yes” to confirm the deletion.

Edit Lab Info

Edit Lab Info for STATENO 14567 Exit Edit View

Lab Info

Labels in yellow are required information when importing a lab document into eHARS

Record Number 38
Parent ID
Rollup Number
Document Type 004
STATENO 14567
Date Lab Case Entered 2/24/2015
Site Code CA31

Labels in blue are highly recommended information when importing a lab document into eHARS

Last Name Calrissian Suffix Medical Record No CloudCity112233
First Name Lando Prison No CloudCityAdmin
Middle Name Baron
Date of Birth 5/25/1983
Sex at Birth M

Edit or Add Lab Tests for STATENO 14567 Add Lab Tests

Unsent labs missing collection date, test name or result will be marked in RED in the RecNo column. Please complete these or delete them. ?

RecNo	STATENO	Date Entered	Receive Date	Collection Date	Lab Test Name	Lab Result	Lab Units	Interpretation
186	14567	2/24/2015	1/12/2015	1/15/2008	CD4 COUNT	356	CNT	
*(New)	14567							

LDET V4.04

You are about to delete 1 record(s).
If you click Yes, you won't be able to undo this Delete operation.
Are you sure you want to delete these records?

Yes No

Click “Yes” to Confirm the Deletion of the Laboratory Result

LDET Standard Operating Procedures

The undesired test result is no longer showing in the Edit Lab Info page because it has been deleted. Click “Exit Edit View” to return to the LDET Main Page.

Edit Lab Info

Edit Lab Info for STATENO 14567 Exit Edit View

Lab Info

Labels in yellow are required information when importing a lab document into eHARS

Record Number	38
Parent ID	
Rollup Number	
Document Type	004
STATENO	14567
Date Lab Case Entered	2/24/2015
Site Code	CA31

Labels in blue are highly recommended information when importing a lab document into eHARS

Last Name	Calrissian	Suffix		Medical Record No	CloudCity112233
First Name	Lando			Prison No	CloudCityAdmin
Middle Name	Baron				
Date of Birth	5/25/1983			Age 31 on 2/24/2015	
Sex at Birth	M			Male	

Edit or Add Lab Tests for STATENO 14567 Add Lab Tests

Unsent labs missing collection date, test name or result will be marked in RED in the RecNo column. Please complete these or delete them. ?

RecNo	STATENO	Date Entered	Receive Date	Collection Date	Lab Test Name	Lab Result	Lab Units	Interpretation
186	14567	2/24/2015	1/12/2015	1/15/2008	CD4 COUNT	356	CNT	
*(New)	14567							

Click “Exit Edit View” to Return to the LDET Main Page

Note: If the laboratory result you deleted was previously uploaded to OA, the deletion will not be known to OA unless you also submit a paper update to OA.

10 Deleting an Entire Existing Case

Sometimes you want to delete an entire case and all associated laboratory results. To do this, first perform a search to find the case on the LDET Main Page. When you find the case, click the “RecNo” number beside the case to display the Edit Lab Info screen. For example, to delete Lando Calrissian entirely, click the “Click to delete” in the “Delete Case” column.

LDET Main Page

Lab Info Count 7 LDET V4.04

Lab Test Count 7 Lab Shortlist Setup Comprehensive Export Quit

STATENO LAST NAME DATE OF BIRTH Search Clear

Always click the Clear button after each search to clear the results and bring the Home Page to its default listing.

0 Bad Lab Records ? Note: Cases missing name, DOB, collection date, test name, or result, will not be transferred to OA until completed.

RecNo	STATENO	Bad Lab	Date Case Entered	Last Name	First Name	Middle Name	Birth Date	Birth Sex	DELETE CASE
38	14567		2/24/2015	Calrissian	Lando	Baron	5/25/1983	M	Click to delete
37	556899		2/23/2015	Yoda	Master		1/1/1950	M	Click to delete
36	2345566766		2/23/2015	Vadar	Darth	Skywalker	5/25/1973	M	Click to delete
35	345699		2/23/2015	Hutt	Jabba	the	5/25/1983	U	Click to delete
34	77899		2/23/2015	Solo	Han	Corellia	5/25/1977	M	Click to delete
33	111222333		2/23/2015	Fett	Boba	Jango	9/20/1978	M	Click to delete
31	123445		2/23/2015	Organa	Leia	of Alderaan	5/25/1977	F	Click to delete

Click the “Click to delete” on the LDET Main Page to Delete an Entire Case

LDET Standard Operating Procedures

A warning appears confirming you want to delete the entire case and all associated laboratory results. Click “Yes” to confirm the deletion of the case.

The screenshot shows the LDET V4.04 Main Page. At the top, there are fields for 'Lab Info Count' and 'Lab Test Count', both showing the number 7. Below these are buttons for 'Lab Shortlist Setup', 'Comprehensive Export', and 'Quit'. A search section includes fields for 'STATENO', 'LAST NAME', and 'DATE OF BIRTH', with 'Search' and 'Clear' buttons. A note states: 'Always click the Clear button after each search to clear the results and bring the Home Page to its default listing.' Below the search fields is a table with columns: RecN, STATENO, Bad Lab, Date Case Entered, Last Name, First Name, Middle Name, Birth Date, Birth Sex, and DELETE CA. The table lists several cases, including Lando Calrissian (RecN 38, STATENO 14567). A 'CONFIRM DELETE' dialog box is open, displaying a warning: 'WARNING - do you really want to delete this case and any associated lab records? Please confirm you are deleting the correct case. This can not be undone.' It also shows the case details: 'STATENO = 14567', 'NAME = Lando Calrissian, DOB = 5/25/1983', and '1 associated record'. The 'Yes' button is circled in red.

Click “Yes” when the Warning Appears to Delete the Entire Case

Another warning appears requiring you to type the word “delete” and click “OK” to confirm again that you want to delete the entire case and all associated laboratory results. Type “delete” and click “OK” to confirm the deletion of the case.

The screenshot shows the LDET V4.04 Main Page, identical to the previous one. The 'CONFIRM DELETE' dialog box is now closed, and a new 'CONFIRM DELETE 2' dialog box is open. This dialog box contains the text: 'FINAL WARNING - if you want to proceed with deleting this case and the associated lab records, type the word DELETE (not case sensitive) into the box below then press enter or click OK.' It also shows the same case details: 'STATENO = 14567', 'NAME = Lando Calrissian, DOB = 5/25/1983', and '1 associated record'. Below the text is a text input field containing the word 'delete', which is circled in red. To the right of the input field are 'OK' and 'Cancel' buttons, with the 'OK' button also circled in red.

Type “delete” and Click “OK” to Finally Delete the Case

LDET Standard Operating Procedures

The case and all associated laboratory results are now deleted from LDET and the case no longer shows on the LDET Main Page. Click “OK” to finish.

The screenshot shows the LDET Main Page interface. At the top, there are fields for 'Lab Info Count' and 'Lab Test Count', both showing the number '7'. Below these are buttons for 'Lab Shortlist Setup', 'Comprehensive Export', and 'Quit'. A search section includes fields for 'STATENO', 'LAST NAME', and 'DATE OF BIRTH', with 'Search' and 'Clear' buttons. A red note states: 'Always click the Clear button after each search to clear the results and bring the Home Page to its default listing.' Below the search section is a table with columns: RecN, STATENO, Bad Lab, Date Case Entered, Last Name, First Name, Middle Name, Birth Date, Birth Sex, and DELETE CA. The table contains several rows of data, including cases for Yoda, Vader, Hutt, Solo, Fett, and Organa. A dialog box titled 'Deletion Complete' is open in the bottom right corner, displaying the message 'Case has been deleted.' and an 'OK' button, which is circled in red.

LDET Main Page with the Case Deleted; Click “OK” to Finish

Note: If laboratory results for the case you deleted were previously uploaded to OA, the deletions will not be known to OA unless you also submit a paper update to OA.

11 Exporting Laboratory Results from LDET to Send to OA

Laboratory results you enter into LDET are not automatically exported to OA. At least once a month you must export the completed laboratory results from LDET and upload them to the OA Secure File Transfer (SFT) server. The “Export Data to Send to OA” button on the LDET Main Page tells you if, and how many, laboratory result records are ready to be exported and sent to OA.

The screenshot shows the LDET Main Page interface. At the top, there are fields for 'Lab Info Count' and 'Lab Test Count', both showing the number '7'. Below these are buttons for 'Lab Shortlist Setup', 'Comprehensive Export', and 'Quit'. A search section includes fields for 'STATENO', 'LAST NAME', and 'DATE OF BIRTH', with 'Search' and 'Clear' buttons. A red note states: 'Always click the Clear button after each search to clear the results and bring the Home Page to its default listing.' Below the search section is a table with columns: RecN, STATENO, Bad Lab, Date Case Entered, Last Name, First Name, Middle Name, Birth Date, Birth Sex, and DELETE CA. The table contains several rows of data, including cases for Yoda, Vader, Hutt, Solo, Fett, and Organa. The 'Export Data to Send to OA' button is highlighted with a red circle, and it displays the text '7 of 7 sendable'.

LDET Main Page Showing Laboratory Results Ready to be Exported and Sent to OA

LDET Standard Operating Procedures

To export the laboratory results to a file that can then be uploaded to the SFT, click the “Export Data to Send to OA” button on the LDET Main Page. A warning asking you to confirm the export will appear. Click “Yes” to begin the export. Note that when you export laboratory results, copies of the results also stay in LDET (i.e., they don’t disappear from LDET).

The screenshot shows the LDET Main Page interface. At the top, there are fields for 'Lab Info Count' and 'Lab Test Count', both showing the number 7. Below these are buttons for 'Lab Shortlist Setup', 'Comprehensive Export', and 'Quit'. A search section includes fields for 'STATENO', 'LAST NAME', and 'DATE OF BIRTH', with 'Search' and 'Clear' buttons. A red note states: 'Always click the Clear button after each search to clear the results and bring the Home Page to its default listing.' To the right of the search fields is a button labeled 'Export Data to Send to OA 7 of 7 sendable', which is circled in red. Below the search fields is a table with columns: RecN, STATENO, Bad Lab, Date Case Entered, Last Name, First Name, Middle Name, Birth Date, Birth Sex, and DELETE CA. The table contains several rows of data, including Yoda, Vader, Hutt, Solo, Fett, and Organa. A 'Confirm Create Export File' dialog box is overlaid on the bottom right, asking 'Do you really want to create an export file?' with 'Yes' and 'No' buttons. The 'Yes' button is circled in red.

Click the “Export Data to Send to OA” Button on the LDET Main Page to Export Laboratory Results

Another warning appears requiring you to type the word “export” and click “OK” to confirm again that you want to export the laboratory results. Type “export” and click “OK” to confirm the export of the laboratory results to a file that can then be uploaded to OA.

The screenshot shows the LDET Main Page interface, similar to the previous one. The 'Export Data to Send to OA 7 of 7 sendable' button is circled in red. A 'CONFIRM EXPORT' dialog box is overlaid on the bottom right, asking 'To proceed with creating an export file for transfer to OA, type the word EXPORT (not case sensitive) into the box below then press enter or click OK.' The input field contains the word 'export', and the 'OK' button is circled in red.

Type “export” and Click “OK” to Finally Export the Laboratory Results

LDET Standard Operating Procedures

A box appears telling you where the file containing the exported laboratory results has been created by LDET. In the case below the file was created in “C:\ldet3\transfer”. Write the location down where your LDET export file was created before proceeding. Click “OK” to proceed.

The screenshot shows the LDET V4.04 Main Page. At the top, there are fields for 'Lab Info Count' (7) and 'Lab Test Count' (7). Below these are buttons for 'Lab Shortlist Setup', 'Comprehensive Export', and 'Quit'. A search section includes fields for 'STATENO', 'LAST NAME', and 'DATE OF BIRTH', with 'Search' and 'Clear' buttons. A red note states: 'Always click the Clear button after each search to clear the results and bring the Home Page to its default listing.' Below the search section is a table with 0 Bad Lab Records. The table has columns: RecN, STATENO, Bad Lab, Date Case Entered, Last Name, First Name, Middle Name, Birth Date, Birth Sex, and DELETE CA!. The table contains 6 rows of data, including Yoda, Vader, Hutt, Solo, Fett, and Organa. A Microsoft Access dialog box is open in the foreground, displaying the message: 'The export file to be sent to OA has been saved here: C:\ldet3\transfer'. It also mentions a backup file at C:\ldet3\transfer_backup and includes an 'OK' button.

RecN	STATENO	Bad Lab	Date Case Entered	Last Name	First Name	Middle Name	Birth Date	Birth Sex	DELETE CA!
37	556899		2/23/2015	Yoda	Master		1/1/1950	M	Click to delete
36	2345566766		2/23/2015	Vadar	Darth	Skywalker	5/25/1973	M	Click to delete
35	345699		2/23/2015	Hutt	Jabba	the	5/25/1983	U	Click to delete
34	77899		2/23/2015	Solo	Han	Corellia	5/25/1977	M	Click to delete
33	111222333		2/23/2015	Fett	Boba	Jango	9/20/1978	M	Click to delete
31	123445		2/23/2015	Organa	Leia	of Alderaan	5/25/1977	F	Click to delete

Box Showing the Location where the Laboratory Results were Exported; Write it Down and Click “OK”

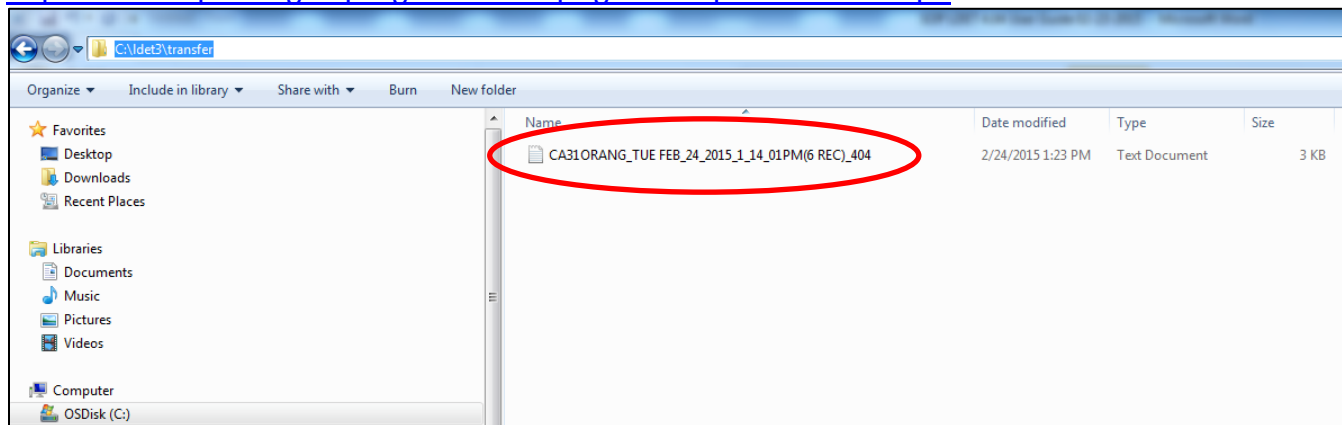
After you export the laboratory results, the “Export Data and Send to OA” button will show “0 sendable” to indicate that all the available records were exported to a file that can now be upload to the OA SFT.

The screenshot shows the LDET V4.04 Main Page after the export process. The 'Export Data to Send to OA' button is now labeled 'Export Data to Send to OA 0 sendable'. The rest of the interface, including the search fields, buttons, and the data table, remains the same as in the previous screenshot.

The “Export Data to Send to OA” Button on the LDET Main Page Confirms the Results were Exported

LDET Standard Operating Procedures

The location of the file containing the exported laboratory results that can now be transferred to OA's SFT is shown below. The location may be different on your system. Note that you have not yet actually sent anything to OA. The file you just created still needs to be uploaded to the OA SFT. Instructions regarding how to use the Secure File Transfer Protocol (SFTP) network to upload the exported file containing the laboratory results to OA's SFT are available at: <http://www.cdph.ca.gov/programs/aids/pages/survprocedures.aspx>



Example Location of the File Containing the Exported Laboratory Results for Transfer to OA

12 Exporting All Laboratory Results for Local Use

You can also export all your LDET data to an Excel file for your use locally. To do this, click the "Comprehensive Export" button the LDET Main Page.

A screenshot of the LDET Main Page. At the top, it says 'LDET V4.04'. There are input fields for 'Lab Info Count' and 'Lab Test Count', both containing the number '7'. A button labeled 'Comprehensive Export' is circled in red. Other buttons include 'Lab Shortlist Setup', 'Quit', 'Search', and 'Clear'. Below these is a table with columns: RecN, STATENO, Bad Lab, Date Case Entered, Last Name, First Name, Middle Name, Birth Date, Birth Sex, and DELETE CA!. The table contains several rows of data, including names like Yoda, Vader, Hutt, Solo, Fett, and Organa. A note at the bottom states: '0 Bad Lab Records [?] Note: Cases missing name, DOB, collection date, test name, or result, will not be transferred to OA until completed.'

To Export all Laboratory Records for Local Use, Click the "Comprehensive Report" Button

LDET Standard Operating Procedures

This opens the LDET Comprehensive Report screen, which shows all the laboratory result records in LDET. Click the “Export All Data” button to export all your laboratory results. Note that this process creates a laboratory result-based file, meaning that only cases with laboratory records will be exported.

The screenshot shows the LDET Main Page with the 'LDET Comprehensive Export' window open. The window title is 'LDET V4.04'. It contains a table of laboratory data. The 'Export All Data' button is highlighted with a red circle. The table has the following data:

stateno	site_cd	case_enter	f_name	m_name	l_name	suffix	state	zip
556899	CA31	2/23/2015	Master		Yoda			
77899	CA31	2/23/2015	Han	Corellia	Solo			
556899	CA31	2/23/2015	Master		Yoda			
77899	CA31	2/23/2015	Han	Corellia	Solo			
77899	CA31	2/23/2015	Han	Corellia	Solo			
123445	CA31	2/23/2015	Leia	of Alderaan	Organa			

Click “Export All Data” in the LDET Comprehensive Report Screen

A box appears telling you where the file containing the exported laboratory results has been created by LDET. In the case below the file was created in “C:\ldet3\export”. Write this location down before proceeding. Click “OK” to proceed.

The screenshot shows the LDET Main Page with the 'LDET Comprehensive Export' window open. A dialog box titled 'LDET Comprehensive Export Complete' is displayed over the table. The dialog box contains the following text:

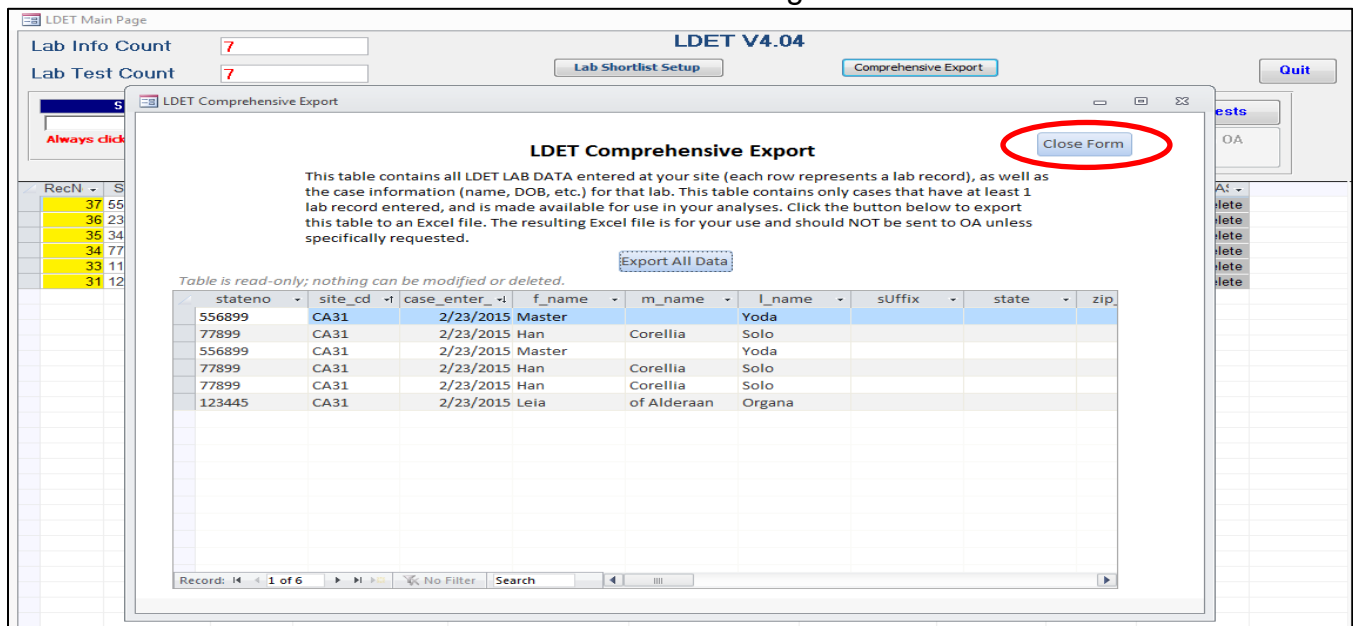
The following file:
LDET_ALL_TUE FEB_24_2015_2_05_24PM.xlsx
has been exported to the following folder:
C:\ldet3\export\
As a reminder, do NOT send this file to OA unless specifically requested.

The 'OK' button in the dialog box is highlighted with a red circle.

Box Showing the Location where the Laboratory Results were Exported; Write it Down and Click “OK”

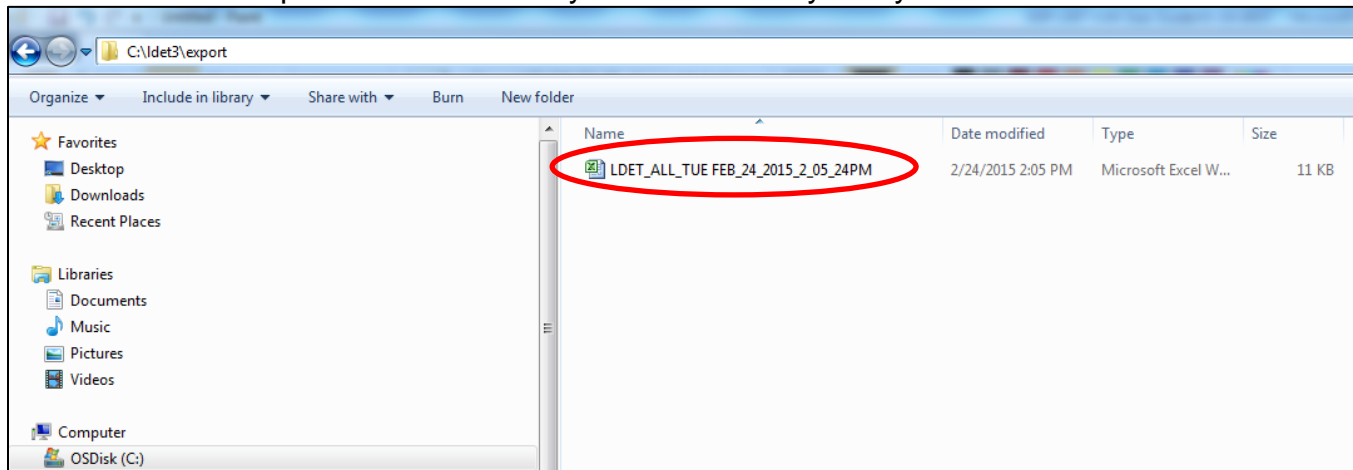
LDET Standard Operating Procedures

Then Click “Close Form” to return to the LDET Main Page.



Click “Close Form” to Return to the LDET Main Page

The location of the example file containing all exported laboratory results for local use is shown below for this example. The location may be different on your system.



Example Location of the File Containing all Exported Laboratory Results for Local Use

Below is a snapshot of the contents of the example Excel file containing the exported labs for local use.

LDET_ALL_TUE_FEB_24_2015_2_05_24PM - Microsoft Excel																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
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Contents of the File Containing the Exported Laboratory Results for Local Use

LDET Standard Operating Procedures

13 Appendix A: Screen Location and Details of LDET Variables

Variable	Screen	Details
Accession No.	Add Lab Test	Required for first 90 days of HIV+ result. Optional 91+ days after first non-negative result.
CD4 Count	Add Lab Test	This is a required field and cannot be blank for CD4 results.
CD4 Percent	Add Lab Test	Optional, but please enter the correct information if available.
Date Entered	Add Lab Test	System generated, so field is locked.
Date Lab Case Entered	Lab Info	System generated, so field is locked.
Date of Birth	Lab Info	This is a required field and cannot be blank.
Date Received from Lab	Add Lab Test	Optional, but please enter the correct information if available.
Differentiating Result	Add Lab Test	This is a required field and cannot be blank for Type Differentiating results.
Document Type	Lab Info	Default entry is "004", the eHARS code for a laboratory document. Field is locked.
First Name	Lab Info	This is a required field and cannot be blank. Validation control forces user to enter value.
Lab CLIA No.	Add Lab Test	This is a required field and cannot be blank. CLIA number of performing laboratory.
Lab Interpretation	Add Lab Test	This is a required field and cannot be blank for Quantitative Viral Load results.
Lab Name	Add Lab Test	Optional. For use ONLY when laboratory CLIA is not available. Contact LDET technical support to add CLIA for future use.
Lab Result	Add Lab Test	This is a required field and cannot be blank. The units are automatically entered by LDET when required.
Lab Test Name	Add Lab Test	This is a required field and cannot be blank. Validation control forces user to select the value from a drop-down list.
Last Name	Lab Info	This is a required field and cannot be blank. Validation control forces user to enter value.
Manufacturer	Add Lab Test	Optional, but please enter the correct information if available. Manufacturer of the test upon which the result is based.
Medical Record No.	Lab Info	Optional, but please enter the correct information if available.
Middle Name	Lab Info	Optional, but please enter the correct information if available.

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Variable	Screen	Details
Parent ID	Lab Info	No input required. OA will populate. Field is disabled.
Prison No.	Lab Info	Optional, but please enter the correct information if available.
Rapid Test?	Add Lab Test	Optional, but please enter the correct information if available.
Record Number (RecNo)	Lab Info	System generated, so field is locked.
Result Date	Add Lab Test	Optional, but please enter the correct information if available.
Rollup Number	Lab Info	No input required. OA will populate. Field is disabled.
Sex at Birth	Lab Info	This is a required field and cannot be blank.
Site Code	Lab Info	This is a required field and is locked with the site code that initially selected.
Specimen Collection Date	Add Lab Test	This is a required field and cannot be blank. Validation control forces user to enter a valid value.
STATENO (State Number)	Lab Info	This is a required field and cannot be blank. Validation control forces user to enter and then validate value.
Suffix	Lab Info	Optional, but please enter the correct information if available. Suffix of the case name. (i.e., SR, JR, II or III)

LDET Standard Operating Procedures

14 Appendix B: Laboratory Test Names, Results, and Units in LDET/eHARS

Laboratory Test Name	Result	Units
HIV Antibody Tests (Non-Type Differentiating)	POS, NEG, IND	NA
HIV-1 EIA		
HIV-1/2 EIA		
HIV-2 EIA		
NON-TYPE DIFF. HIV 1/2 AG/AB		
HIV-1 WESTERN BLOT		
HIV-2 WESTERN BLOT		
HIV-1 IFA		
HIV Antibody Tests (Type Differentiating)	HIV-1, HIV-2, BOTH, IND, NTHR	NA
HIV-1/2 TYPE DIFFERENTIATING		
HIV Detection Tests (Qualitative)	POS, NEG, IND	NA
HIV-1 P24 ANTIGEN		
HIV-1 RNA/DNA NAAT (QUAL)		
HIV-1 CULTURE		
HIV-2 RNA/DNA NAAT (QUAL)		
HIV-2 CULTURE		
HIV Detection Tests (Quantitative)	< Below Limit, = Within Limit, > Above Limit & (Number)	C/ML
HIV-1 RNA/DNA NAAT (QUAN)		
HIV-2 RNA/DNA NAAT (QUAN)		
Immunologic Tests	(Number)	CNT
CD4 COUNT		PCT
CD4 PERCENT		
Retired Tests	POS, NEG, IND	NA
HIV-1 RNA PCR (QUAL)		
HIV-1 PROVIRAL DNA (QUAL)		
RAPID		
HIV-1 RNA NASBA	< Below Limit, = Within Limit, > Above Limit & (Number)	C/ML
HIV-1 RNA BDNA		
HIV-1 RNA RT-PCR		
HIV-1 RNA OTHER		

Note: Some tests have been “retired” that were available in earlier versions of LDET. Although these retired tests are still frequently being used, they should now be entered as the general type of test. For example, “HIV-1 RNA BDNA” and “HIV-1 RNA RT-PCR” are no longer listed in the drop-down list, because these quantitative viral load tests should now be entered as “HIV-1 RNA/DNA NAAT (QUAN).” Similarly, the retired “HIV-1 RNA PCR (QUAL)” and “HIV-1 PROVIRAL DNA (QUAL)” should now be entered as “HIV-1 RNA/DNA NAAT (QUAL).” Whether a test was rapid or not can now optionally be reported for all applicable tests.